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**Application deadline:** April 15, 2024

## Financial Operations Specialist

### Description

The Great Lakes Commission (GLC) has an immediate opening for a financial operations specialist to assist with administrative and financial duties for the GLC. The GLC manages dozens of federal and nonfederal grants and contracts, ranging in size from \$10,000 to \$10 million. A significant portion of this funding is passed through to local partners and contractors annually for habitat restoration, invasive species prevention and control, and nutrient reduction. This position will work under the direction of the financial operations manager, providing support for general financial operations and assisting other staff in financial administration of grants and contracts managed by the GLC.

### Responsibilities

The financial operations specialist will be responsible for various daily, monthly, and annual accounting activities, record keeping, establishing, and ensuring compliance to policies and procedures, conducting financial reconciliations and reports for grants and contracts, and other administrative tasks. In addition, the financial operations specialist will be responsible for improving coordination among the Commission's financial, programmatic, and administrative operations by assisting staff with project budgeting and financial reporting.

### Specific responsibilities include:

- Apply and document internal accounting and financial procedures, in accordance with the GLC's financial policies and procedures
- Manage accounts payable
- Examine and verify bank statements and reconcile statements with internal ledgers
- Oversee billing/invoicing for projects and monitor collection of receivables
- Review and assist others in reviewing and reconciling invoices and financial reports from contractors and subaward recipients
- Review and monitor grant agreements and prepare routine financial reports
- Work with staff to complete required forms and budgets for grant applications, including maintaining tools and templates for project budget development
- Work with staff on grant applications and grant administration within systems such as grants.gov, GrantSolutions, and GEMS, among others
- Maintain a calendar of grant reporting and submittal deadlines
- Work with management on annual audits, indirect cost proposals, and related initiatives
- Work with management on the development of the GLC's annual budget
- Identify opportunities for process improvements

## Background and Qualifications

The ideal candidate will have a degree in accounting, finance, or business with some relevant work experience involving accounting, financial management, grant management, and administrative duties, and generally meet the following qualifications:

- Knowledge and experience in general accounting practices including general ledger, accounts payable/receivable, invoicing, and financial reporting
- Basic knowledge and experience in payroll programs and related processes
- Demonstrated experience and applied skills in accounting
- Advanced Microsoft Excel skills (e.g., pivot tables, data validation, and conditional formatting) and eagerness to continue to learn
- Proficiency with other Microsoft Office products
- Familiarity with U.S. federal grant requirements and management systems
- Familiarity and knowledge of grants and contracts management and the application and reporting requirements of funders from a variety of sources including the federal government, state and provincial governments, and private foundations
- Practical knowledge and experience in financial and programmatic reporting requirements for grants, contracts, joint project agreements, and cooperative agreements
- Ability to work with staff on the coordination and submittal of programmatic and financial reports for grants and contracts
- Ability to work with staff in the preparation of project budgets
- Ability to work professionally and effectively with staff, service providers, vendors, and partners
- Ability to work independently and collaboratively, depending on needs
- Excellent organizational skills, including meticulous attention to detail
- Ability to perform well under pressure

## Appointment

### Position Classification and Compensation

The position is classified as regular, full-time as defined by the GLC's personnel policies. The starting salary range for this position is \$55,000 - \$58,000 per year depending on education, skills, and experience. The GLC offers a competitive salary and comprehensive benefits, including leave time, flexible schedules, medical, dental, and vision insurance.

### Work Environment

The location for this position is the GLC office in Ann Arbor, Michigan. A partial telework schedule may be considered under the GLC's flexible schedule and telework policy.

## Application Process

Applicants must submit a cover letter and resume stating their interest in and qualifications for the position in a single email to [vacancy@glc.org](mailto:vacancy@glc.org). Please use the subject line "Vacancy: Finance." All required items must be provided for an application to receive consideration. *No phone calls, please.*

## About the Great Lakes Commission

The Great Lakes Commission is a binational government agency established in 1955 to protect the Great Lakes and the economies and ecosystems they support. Its membership includes leaders from the eight U.S. states and two Canadian provinces in the Great Lakes basin. The GLC recommends policies and practices to balance the use, development, and conservation of the water resources of the Great Lakes and brings the region together to work on issues that no single community, state, province, or nation can tackle alone. Learn more at [www.glc.org](http://www.glc.org).

**Equal Opportunity Employer**

The Great Lakes Commission strives to create an inclusive, diverse, and non-discriminatory workplace. The Great Lakes Commission is an equal opportunity employer; the Great Lakes Commission complies with applicable federal, state, and local laws prohibiting discrimination. It is Great Lakes Commission policy that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, marital status, political affiliation, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.